

Guidelines for Posting Public Notices

DR030



Purpose

The City of Redmond requires public notices to be posted on proposed development sites for most land use proposals. In the past, these notices have been on legal size paper and attached to wooden stakes. While meeting State and local requirements for posting, the City feels that larger, more colorful public notices improve sign visibility and provide better service to the community. In certain circumstances, **extraordinary notice signs** may be required for public noticing instead of a normal notice sign. For more detailed information, please see below.

Design of Notice Signs

Notice Signs

In order to provide highly visible and durable notice signs, the City has developed a yellow, sturdy sign that is approximately $1\frac{1}{2}$ feet by 2 feet. When posted in the field, a "take one" notice box accompanies the signs.

Notice Boxes

A "take one" notice box is posted below or next to a notice sign. City staff place copies of the current notice in the notice box. This allows people to take a notice with them, rather than scribbling down a contact name on a piece of scratch paper. A site plan or other descriptive drawing is on the back of the notice.

Sign Details

On the right portion of the notice sign, City staff will post a laminated copy of the notice that includes detailed site information, a project description, the project planner and contacts, and vicinity map. As a project proceeds through the review process, new notices may be required.

Public hearings are not required for all projects and this sign does not replace the City's requirement that an applicant post, if required, an extraordinary notice sign on a property.

Applicant Responsibility

Placement and Payment

The applicant is responsible for placing public notice signs and boxes after a City staff person is assigned to the project. The cost associated with providing the public notices (signs, notice box, and mailed notices) is paid for by the applicant as part of the land use application fees. Any additional posting materials, such as screws or metal/wooden posts that are needed to meet the posting requirements must be purchased by the applicant.

Continuous Provision of Notice

The applicant must ensure that all signs are properly visible

on-site. Should a notice sign be removed, defaced, or fall down during a required public noticing period, it may be grounds for the notice period to become null and void. This would thus require the whole notice period to restart and delay a project timeline. Therefore, the applicant and/or his/her agents of the project must take the noticing process seriously and ensure that the community is fairly informed of any notices during the length of each notice period. Should a notice box become empty of paper notices during a notice period, the applicant must immediately contact City staff to refill the notice box.

Location of Notices and Best Practices

Location of Notices

At least one public notice sign must be placed on each road frontage. Frontages that exceed 150 feet will require one public notice sign for every approximate 150 feet of road frontage. Public notice signs must be located within 5 feet of the right-of-way, in an area that is safe for the community to access, and clearly visible from the street.

Public notice signs must not be posted in sight-distance triangles, where they would jeopardize public safety, or impede the visibility or flow of pedestrian or vehicular traffic. Public notice signs must also not be attached to trees.

Best Practices

The applicant must post signs and public notice boxes in a sturdy manner. Some ways to post the signs and boxes are:

- On one wooden post of 4 inches by 4 inches by 8 feet.
- By attaching to a fence.
- By attaching to the wall of a structure.

The sign should be elevated somewhere between 3 and 5 feet above grade or where it needs to be so that the sign will be clearly visible from the right-of-way. Room must be provided so that the "take one" box may also be attached.

Extraordinary Notices

Major Land Use Actions

Certain major land use actions are subject to extraordinary noticing procedures and notice board standards when there is:

- An open record public hearing on Type III and IV land use applications, which includes: Conditional Use Permits, Master Planned Developments, Essential Public Facilities, and Zoning Code Amendments of the Zoning Map;
- A city council public hearing on a Type V land use application of a Master Planned Development; or

 A Planning Commission Hearing on a Type VI Zoning Code Amendment of the Zoning Map.

Extraordinary Noticing

The City requires that, in addition to normal land use action noticing procedures and standards, applicants place large white boards on-site to give notice of a major land use action. The boards are required to be 8 feet x 4 feet and are elevated between 8 and 12 feet above grade. For exact standards, please refer to Redmond Zoning Code Appendix 6: Extraordinary Notice Requirements.

Applicable Code Sections

RZC 21.76.080: Notices

RZC Appendix 6: Extraordinary Notice Requirements

Questions: 425-556-2494 or planneroncall@redmond.gov. You can also visit us in person at the Development Services Center located on the 2nd floor of City Hall. Open Monday through Friday from 8 am to 5 pm.

Development Services Center 15670 NE 85th Street PO BOX 97010 Redmond, Washington 98073